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ANNUAL REPORT
1961-62

GRADUATE SCHOOL
UNITED STATES DEPARTMENT OF AGRICULTURE
Washington 25, D. C.

ANNUAL REPORT

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UNITED STATES DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
WASHINGTON 25, C. C.

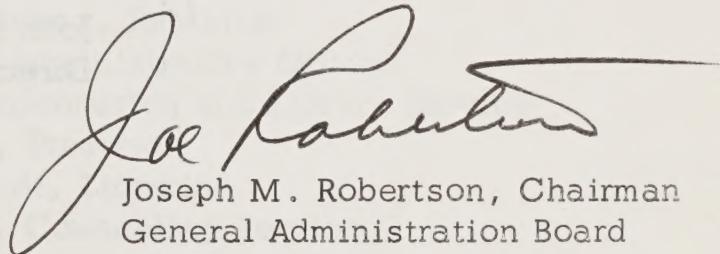
October 5, 1962

The Honorable Orville L. Freeman
Secretary of Agriculture

Dear Mr. Secretary:

The General Administration Board submits herewith the Report of the Graduate School covering activities in the school year from September 1, 1961 to July 31, 1962.* A brief report on finances for this eleven-month period is included.

Sincerely,



Joseph M. Robertson, Chairman
General Administration Board

*By action of the Board on October 11, 1961, the date of the fiscal year of the Graduate School was changed from September 1-August 31 to beginning August 1 and ending July 31.

UNITED STATES DEPARTMENT OF AGRICULTURE
GRADUATE SCHOOL
WASHINGTON 25, D. C.

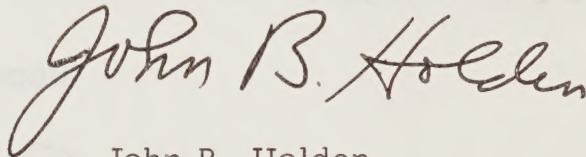
July 31, 1962

Mr. Joseph M. Robertson, Chairman
General Administration Board

Dear Mr. Robertson:

I submit herewith the annual report of the United States Department of Agriculture Graduate School for the year ending July 31, 1962.*

Sincerely,

A handwritten signature in dark ink, reading "John B. Holden". The signature is written in a cursive style with a large, sweeping "J" and a long, horizontal "H".

John B. Holden
Director

*By action of the Board on October 11, 1961, the date of the fiscal year of the Graduate School was changed from September 1-August 31 to beginning August 1 and ending July 31.

UNITED STATES DEPARTMENT OF AGRICULTURE

Orville L. Freeman, Secretary of Agriculture

GRADUATE SCHOOL

General Administration Board

Joseph M. Robertson, Administrative Assistant Secretary, Chairman
Carl B. Barnes, Director of Personnel
Willard W. Cochrane, Director, Agricultural Economics
C. O. Henderson, Assistant Director, Office of Personnel
John W. Macy, Jr., Chairman, United States Civil Service Commission
Rufus E. Miles, Jr., Administrative Assistant Secretary, Department
of Health, Education and Welfare
Charles S. Murphy, Under Secretary of Agriculture
Byron T. Shaw, Administrator, Agricultural Research Service
C. N. Shepardson, Governor, Federal Reserve Board
R. B. Tootell, Governor, Farm Credit Administration

Officers

John B. Holden, Director
Edmund N. Fulker, Assistant Director
Constance G. Coblenz, Registrar
Ruth O. Carlock, Administrative Officer
Vera E. Jensen, Information and Library Service
Dwight L. Myers, Treasurer
Foster E. Mohrhardt, Librarian
Timothy E. Smith, Counseling Service

Graduate School Council

E. L. LeClerc	Department of Biological Sciences
E. J. Peterson	Department of Correspondence
J. Kendall McClarren	Department of Languages and Literature
B. Ralph Stauber	Department of Mathematics and Statistics
Henry A. Donovan	Department of Office Techniques and Operations
Henry Stevens	Department of Physical Sciences
John H. Thurston	Department of Public Administration
Bushrod W. Allin	Department of Social Sciences
J. P. Schaenzer	Department of Technology
Henry G. Herrell	Department of Special Programs
John B. Holden	Chairman

REPORT OF THE U. S. DEPARTMENT OF AGRICULTURE

GRADUATE SCHOOL

This past year was marked by:

1. Record enrollments in the Resident (Evening) Program, Special (Daytime) Program and the Correspondence Program.
2. Two distinguished lecture series. The first series celebrated USDA's Centennial Year, entitled, GROWTH THROUGH AGRICULTURAL PROGRESS. The second lecture series was CRITICAL ISSUES AND DECISIONS.
3. The further development and expansion of our recently launched training program in public administration for government leaders from developing countries.
4. The completion of our "Study of the Long Range Goals of the Graduate School."
5. The completion of a questionnaire survey of our teachers. The results were analyzed and tabulated in a report which contains recommendations for improving the quality of instruction in the Graduate School.
6. A picture story of the Graduate School in the Potomac Magazine section of the Sunday Washington Post and Times Herald, March 18, 1962.
7. The exploration of an idea by the Graduate School for an inter-university National Residential Educational Center for Continuing Education in the Nation's Capitol. The focus of this Center could be on international leadership development.
8. The celebration of the 40th anniversary of the Graduate School.

ORGANIZATION AND STAFF

The following changes occurred in the organization of the Graduate School's General Administration Board: Dr. Richard McArdle, upon his retirement as Chief of the Forest Service, also resigned from the Board of the Graduate School. He was replaced by Dr. Willard W. Cochrane. Dr. Frank J. Welch also resigned from the Graduate School Board. There were no changes in the Graduate School Council.

THE RESIDENT (EVENING) PROGRAM

The Resident (Evening) Program showed growing strength during the 1961-62 academic year. There was a total of 9,477 course registrations. There were 4,454 course registrations in the fall semester, 3981 in the spring, and 1,042 in the summer. The summer session was unusually large. Six Certified Statements of Accomplishments were given to deserving students.

THE SPECIAL (DAYTIME) PROGRAM

The Graduate School completed its third year of assisting Federal agencies through special (daytime) courses, workshops, institutes, and related offerings. Over 1,255 were enrolled in 58 courses. Most of these were Federal officials from 90 different bureaus and agencies. Technical writing courses were held at Agriculture, Food and Drug Administration and Bureau of Public Roads. Our Reading Improvement Program offered a full schedule of courses at Agriculture and expanded to offer courses at Beltsville, Brookings Institution, Public Housing Administration, Health, Education and Welfare, and Justice Department.

New courses conducted included: "Practices in Communicating Orally," "Federal Personnel Management" (for the David Taylor Model Basin), "Critical Issues and Decisions," "Statistical Methods," "Agricultural Program Communications," "Statistical Workshop" (for Economic Research Service), and "A Management Development Program for Field Managers" at Purdue University.

In cooperation with Foreign Agricultural Service, Agency for International Development and University of Wisconsin, we conducted another short course in Public Administration in Agricultural Development for Agricultural Development for Agricultural officials of 11 different countries.

In response to an Agency for International Development request and under a contract with AID, we continued a training program in public administration for officials of the Congolese government. This training continued to be in French.

We also began a 6-month training in public administration for a group of 15 Liberian government officials.

Our increased activities in providing training in public administration to leaders from other countries made it necessary for us to locate and furnish rented classroom and office space. The space is located in the LaSalle Building, 1028 Connecticut Avenue.

THE CORRESPONDENCE PROGRAM

The Correspondence Program remained at about the same level as in the past year. There was a continuing student body of about 1,800 registered in 23 courses. The courses in "Legal Aspects of Investigations" and "Federal Meat Inspection" were completely rewritten to make them current. Other courses were revised in part. Number of new enrollees for the current year was 1085.

PUBLIC LECTURE SERIES

The Centennial Lecture Series--GROWTH THROUGH AGRICULTURAL PROGRESS--under the chairmanship of Assistant Secretary Frank J. Welch, consisted of the following:

- | | |
|------------|--|
| October 4 | AGRICULTURE TODAY AND TOMORROW
Secretary Orville L. Freeman, U.S. Department of Agriculture |
| October 11 | THE CONTRIBUTION OF AGRICULTURE
Jesse W. Tapp, Chairman, Bank of America |
| October 18 | THE LAND-GRANT COLLEGE: PAST AND PRESENT
James H. Hilton, President, Iowa State University |
| October 25 | THE PROFILE OF THE USDA - 1st 50 YEARS
Vernon Carstensen, University of Wisconsin |
| November 1 | THE PROFILE OF THE USDA - 2nd 50 YEARS
Henry A. Wallace, Former Secretary of Agriculture |

The second lecture series--CRITICAL ISSUES AND DECISIONS--consisted of the following:

- | | |
|------------|---|
| January 25 | THE RE-CREATION OF THE GREAT COMMUNITY
Henry Steele Commager, Professor of History and American Studies, Amherst College |
|------------|---|

- February 1 THE HUMANITIES, CRITICAL ISSUES, AND THE
QUEST FOR WHOLENESS
Maxwell H. Goldberg, Executive Director,
Humanities Center for Liberal Education,
University of Massachusetts
- February 8 THE REAL ISSUE BETWEEN THE UNITED STATES
AND THE SOVIET UNION
Hans Morganthau, Professor of Political
Science and Director of the Center for Study
of American Foreign Policy at the University
of Chicago.
- February 15 THE FUTURIZATION OF LIFE
Robert Blakely, Dean and Director of General
Extension and Professor of Adult Education,
University of Iowa
- February 20 IS CONGRESS OBSOLETE?
Stephen K. Bailey, Dean, Maxwell Graduate
School of Citizenship and Public Affairs,
Syracuse University

THE GRADUATE SCHOOL PRESS

Two new publications were printed in 1962: GROWTH THROUGH AGRICULTURAL PROGRESS, the Lecture Series in Honor of the USDA Centennial Year, 3000 paperbound copies; CRITICAL ISSUES AND DECISIONS, 2000 paperbound copies, 1000 clothbound copies.

Three thousand copies of PROMISE OF THE LIFE SCIENCES were sold by July 1962. We have reprinted 1000 copies.

Rental and sale of the film series, PROMISE OF THE LIFE SCIENCES, were excellent during the 1961-62 school year. We had a total of 190 bookings and we have sold 20 prints. The fifteen film libraries reported a total of 321 bookings.

The Press has produced a catalog listing all of its publications. We have had 15,000 copies printed. They will be distributed to adult educators, colleges and universities, and libraries.

SUPPORTING SERVICES

The Graduate School Bookstore:

The Bookstore has been remodeled and redecorated, and an air conditioner was installed in early summer. This has improved its appearance and the working conditions tremendously.

The Graduate School Library:

The Graduate School Library Collection has been reduced considerably because of the removal of about 200 obsolete books. The National Agricultural Library was given authority to dispose of these books. Approximately 75 new titles were added to the collection in 1961-62.

INSTRUCTIONAL IMPROVEMENT METHODS

The new Instructional Improvement Committee was very active during the year. A questionnaire survey was designed and given to the faculty. The results were analyzed and documented. We plan to implement many of the recommendations during the coming year.

Monthly luncheons, the monthly newsletter, and the annual faculty dinner continued to be used as vehicles of communication, information and instructional improvement.

Mrs. Eleanor Roosevelt highlighted our monthly luncheon sessions with her inspiring comments on "The Importance of Continuing Learning."

In addition, the professional staff of the Graduate School continued to counsel with individual teachers on learning methods, techniques and new developments. During the year, the audio-visual capacity of the Graduate School was further expanded.

ANNUAL DINNER

The annual dinner meeting for faculty and committee members was a particularly memorable event. We chose this occasion to celebrate our 40th anniversary. A special invitation was extended to past directors and other officers of the Graduate School. The following former directors:

Dr. Eldon L. Johnson, Dr. Lewis H. Rohrbaugh, Dr. P.V. Cardon, and Dr. T. Roy Reid presented short talks and reminisced on noteworthy and humorous events of their administration. The dinner speaker was Agriculture's former Under Secretary, Paul Appleby. Nearly 400 attended this dinner at the Press Club. "Twenty-Year-Service" awards were presented to: Joseph F. Daly, Henry A. Donovan, W. Duane Evans, William N. Hurwitz, Blake M. Loring, George M. Saharov, and Ashley Sellers.

FINANCIAL STATEMENT

At the request of the Director, the Audit Committee made an analysis and survey of the accounting and financial procedures of the Graduate School. This committee reported the procedures were sound and fully adequate. It recommended the employing of one additional fiscal clerk to assist in the Accounting Department due to the heavy demands as a result of the increased budget. This was done in July.

The Accounting Department has been moved from the business office to the room where our Correspondence Program is housed. This provides more satisfactory quarters and more privacy for the Accounting Department.

The financial statement is attached.

GRADUATE SCHOOL
United States Department of Agriculture
Comparative Statement of Financial Condition
Years Ended July 31, 1962, August 31, 1961 and 1960

	<u>Balance Sheet</u>		
	1962 (7-31-62)	1961 (8-31-61)	1960 (8-31-60)
<u>Assets</u>			
Cash on Hand and in the Bank	\$(-) 5,648.19	\$ 10,427.90	\$ 25,341.76
Investments:			
Building and Loan Shares	207,436.65	190,000.00	126,478.19
U. S. Savings Bonds	67,350.00	65,320.00	63,450.00
Accounts Receivable	17,064.84	4,854.78	13,863.07
Book Inventory and Furniture	6,948.71	7,280.69	5,800.33
Prepaid Rent	10,481.25	- -	- -
Publications Revolving Fund	23,555.69	20,500.44	17,566.87
Total Assets	<u>\$327,188.95</u>	<u>\$298,383.81</u>	<u>\$252,500.22</u>
<u>Liabilities</u>			
Current Liabilities	<u>\$ 15,252.63</u>	<u>\$ 26,774.10</u>	<u>\$ 13,481.23</u>
<u>Net Worth</u>			
School Operations	288,380.63	251,109.27	221,452.12
Publications Revolving Fund	23,555.69	20,500.44	17,566.87
Total Net Worth	<u>\$311,936.32</u>	<u>\$271,609.71</u>	<u>\$239,018.99</u>
Total Liabilities and Net Worth	<u>\$327,188.95</u>	<u>\$298,383.81</u>	<u>\$252,500.22</u>

Statement of Income and Expenses

<u>Income</u>			
Tuition - Net after Refunds	\$445,296.65	\$378,598.48	\$273,902.73
Sale of Books and Publications - Net	6,094.60	6,407.72	6,100.05
Income from Investments and Savings	10,148.36	7,085.01	8,632.97
Miscellaneous	10,106.56	1,604.18	1,098.53
Total Income	<u>\$471,646.17</u>	<u>\$393,695.39</u>	<u>\$289,734.28</u>
<u>Expenses</u>			
Administrative Salaries	\$132,013.73	\$114,719.26	\$ 89,116.12
Instruction Salaries	168,903.72	135,950.52	131,990.72
Other Personal Services	38,599.78	35,483.06	7,531.31
Miscellaneous Operating	94,857.58	78,885.90	46,522.59
Total Expense	<u>\$434,374.81</u>	<u>\$365,038.74</u>	<u>\$275,160.74</u>
Net Income for Year	<u>\$ 37,271.36</u>	<u>\$ 28,656.65</u>	<u>\$ 14,573.54</u>

STUDY OF THE LONG RANGE GOALS OF THE GRADUATE SCHOOL

The Graduate School last made a reassessment of its role in 1948. With the passage of the Training Act and because of many other events, the Board authorized a new study of our long-range goals. The Board asked the Director, the Assistant Director, and a consultant, Dr. Andrew Henderson of Ohio State University, to prepare a draft report. This draft report was submitted to the following Review Committee appointed by the Board:

Wilson H. Elins, President, University of Maryland (Chairman)
Sterling Hendricks, Chief Scientists, Division of Soil and Water,
Agricultural Research Service, U. S. Department of Agriculture
Frederick J. Lawton, Commissioner, U. S. Civil Service Commission
Sterling McMurrin, U. S. Commission of Education, HEW
Elmer Staats, Deputy Director, Bureau of the Budget
R. I. Thackrey, Executive Secretary, Association of State Universities and Land-Grant Colleges
Harry Trelogan, Administrator, Statistical Reporting Service, USDA

The report, with the Review Committee's reaction, was directed to the General Administration Board at its July 1962 meeting. Action on the recommendations was postponed until the next meeting of the Board.

PROPOSED NATIONAL RESIDENTIAL EDUCATIONAL CENTER FOR CONTINUING EDUCATION

The General Administration Board authorized the Director to explore with area college and university presidents an idea for an inter-university National Residential Educational Center for Continuing Education. Activities of the center would focus on international leadership development. The Director met with the university presidents and reported back to the General Administration Board. He was given further authority to continue to explore such a center.

A LOOK AHEAD

In addition to continuing our goals of last year, we are focusing on the following goals:

1. To study and plan for the implementation of the recommendations of the Long Range Study Committee.
2. To study the recommendations of the Instructional Improvement Committee and develop the appropriate program of action.
3. To make a re-evaluation of the work load, morale, and best use of the Graduate School's staff.

The nearly universal acceptance of the concept of "life-long learning" and continuing education paints a bright picture for the future of the Graduate School as well as the whole adult education movement.